

FAIRMONT YOUTH HOCKEY ASSOCIATION

Head Team Manager

JOB DESCRIPTION:

1. Make team pages before September 1. Set to private.
2. At fall registration, develop manager candidates.
3. Complete a list of team managers and provide a copy of it to the board.
4. Organize a team managers meeting and/or send out the welcome email after teams are selected and managers are established.
5. Review the duties of team managers & provide them with the requirements to get permissions to the team page on the website.
 - a. USA Hockey Number
 - b. SafeSport Certified
 - c. Background Check
6. Inform team managers of pertinent association information that needs to be given to the team players/parents.
7. Attend Board meetings to bring information from team managers and hockey families to the board's attention and bring board information back to team managers to share with families. If unable to attend meetings, request notes from the secretary.
8. When teams need to be given information, you will be called and expected to notify all team managers, who will then inform parents and players.
9. Supervise/assist all individual team managers. Handle any questions or concerns that team managers may have regarding their coach/team/association. Share information with the board of directors.
10. Verify that team managers are using the website and team website pages to post team and association news.
11. Work closely with team managers and the Dibs coordinator to make sure all game positions are filled (concessions, scoring/announcer, clock, penalty box with music, penalty box, Facebook live)
12. Order yearly certificates when needed
13. Help to plan, organize, and work at the end-of-year banquet with team managers.
14. Maintain a positive attitude toward Fairmont Youth Hockey and promote good behavior.

Updated 11/16/2025